

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL10848	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station ORLANDO, FL	
6. OPM Certification No.		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive 2- Sensitive 3- Critical 4- Special <input checked="" type="checkbox"/> 2- Sensitive		13. Competitive Level Code 1264	
14. Agency Use		15. Classified/Graded by		Official Title of Position		Pay Plan	
						Occupational Code	
						Grade	
						Initials	
						Date	
a. U.S. Office of Personnel Management							
b. Department, Agency or Establishment							
c. Second Level Review							
d. First Level Review		RESOURCES SYSTEMS ANALYST		GS		0301 12	
e. Recommended by Supervisor or Initiating Office							
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)				c. Third Subdivision DIRECTORATE FOR RESOURCES MANAGEMENT			
a. First Subdivision US ARMY MATERIEL COMMAND (AMC)				d. Fourth Subdivision SYSTEMS & ACCOUNTING DIVISION (RS)			
b. Second Subdivision SIMULATION, TRAINING & INSTRUMENTATION CMD				e. Fifth Subdivision			
19. Employee Review. This is an accurate statement of the major duties and responsibilities of my position.				Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor Mack R. Perry, Chief, Systems & Accounting Div.				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature for Nancy M. Appleton				Date 01/16/98		Signature	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS, GS-343 Management/Program Analysis Series, GS-334, Computer Specialist Series, GS-301, Miscellaneous Administration & Program Series, GS-510 Acctg Ser.			
Typed Name and Title of Official Taking Action JAMES M. SKURKA, DEPUTY TO THE COMMANDER				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature James M. Skurka				Date 01/16/98			
23. Position Review		INITIALS		DATE		INITIALS	
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL BUS: 7777							
25. Description of Major Duties and Responsibilities (See Attached)							

INTRODUCTION:

This position is located in the Directorate for Resources Management, Systems and Accounting Division (RS), Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation. The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the material development, acquisitions and sustainment activities through the functional matrix organizations and four project managers. The primary purpose for this position is to support the Defense Civilian Pay System (DCPS), the Automated Time, Attendance and Productivity System (ATAAPS), the Automated Labor, Time and Attendance Input and Reporting System (ALTAIRS), the Standard Operations, Maintenance, Army Research and Development System (SOMARDS) and the Project Information Management Information Systems at STRICOM.

MAJOR DUTIES:

Automates, plans, coordinates and compiles complex resource management information in terms of financial, labor, and project data related to budgeting, reporting, procurement, financial management, auditing, ADP, and accounting procedures and concepts. Analyzes regulatory material and initiates necessary changes. Advises management concerning resources data and provides information relative to the operation of the command. Trains personnel in automated resources systems, conducts system change in automated resources systems and conducts system change requests and tests. Manages and maintains all data processed in the accounting, payroll, and project management systems, performs local record keeping, and provides customer services for payroll, time keeping, accounting, and project data management. Plans and coordinates the development, summarization, and substantiation of complex resources data affecting numerous business processes owned by the Director for Resources Management. Coordinates the interrelated processing of all financial and project transactions with serviced activities ensuring a smooth flow of input through the standard systems. Coordinates with all command entities, AMC and DOD for timely receipt of documentation and reports as required. Analyzes higher echelon directives and regulatory material for impact and required changes in fund accounting,

project data, and/or labor information and initiated required changes. Analyzes forms, formats, procedures, work flow, and policies of serviced organizations and provides authoritative recommendations to improve the resources operations and the utility of resources data. Participates in meetings and conferences to provide management officials with advice and assistance concerning resources services. Provides liaison service between program and budget analysts and the Consolidated Defense Finance and Accounting Service Operating Location and the DFAS Operation Location at Rock Island IL. Serves as a focal point to train, manage and process labor and cost transfers into the standard accounting systems (SOMARDS), standard time keeping systems (ALTAIRS/ATAAPS), and standard project management systems (PROJECT CREATE and STRICOM MIS TOOLS). Serves as the focal point to train employees and manage the daily and monthly process in the Automated Time, Attendance and Productivity System (ATAAPS), the Automated Labor Time and Attendance Input and Report System (ALTAIRS), the Standard Operations and Maintenance and Research and Development System (SOMARDS) and the Project Information Management System (Project Create) at STRICOM. Initiates, coordinates, and test' systems change requests and new releases affecting automated project, accounting and time keeping systems. Provides technical advice of resources requirements, policies, and local procedural systems. Trains' technicians in automated procedures such as on line input and data inquiries into the Standard Operation and Maintenance Army Research and Development System (SOMARDS), Mechanization of Contract Administration Services (MOCAS), Automated Time, Attendance and Productivity System (ATAAPS), the Automated Labor Time and Attendance Input and Report System (ALTAIRS), and the STRICOM project management tool Project Create. Analyzes proposed and directed changes to determine impact on resource processing procedures. Suggests uses for off the shelf software to facilitate the gathering and analysis of financial, labor, and project data and develop prototypes, as situations require. Utilizes data retrieval techniques and review output products to identify systemic and procedural problems with in the sections and take corrective action necessary. Manages and maintains resources automation project schedules as required. 50%

Uses statistical data and reconciliations to extract resources data from automated reports to develop and maintain guidance regarding accounting information on unusual or involved resources problems, implementation of resources controls, and report preparations. Serves as the lead in the management of project and accounting software applications necessary to support the needs of the Resources Management Director. Keeps abreast of all automation initiatives within STRICOM, AMC, and DOD, which will directly impact existing systems. Maintains functional knowledge of multiple payroll systems, accounting systems and project

management systems, policies, and procedures to effectively assist employees and the Consolidated Payroll Office in the resolution of payroll related problems. Services as the focal point for all resources automation initiatives, providing project directions and oversight between function users, program developers, the STRICOM management, and outside agencies as required. Explains resolution to employees and/or explains accuracy of current records. Advises employees on actions they must initiate to effect changes or corrections. Is the focal point for all time, attendance and labor automation utilization and reporting issues as it pertains to all related systems. Keeps users aware of changes in all resources systems processing schedules as required. Researches and analyzes various types of payroll problems through DCPS, ATAAPS, ALTAIRS and SOMARDS and Project Create to determine cause and effect of the problems, and to determine the corrective action required to resolve the problem in any or all of the standard systems. Coordinates and monitors processing of all ATAAPS application with the Systems Accounting of within STRICOM, the DFAS Operating Location (OPLOC) Rock Island, IL, the Corporate Information Office within STRICOM and DFAS Pensacola. Identifies systematic problems to systems accountant for resolution. Performs other duties as assigned.

50%

FACTOR 1 - KNOWLEDGE REQUIRED - Level 1-~~A~~¹

120 ~~550~~ Points

Knowledge of the interrelationship between the standard payroll (DCPS), timekeeping (ALTAIRS/ATAAPS), personnel (DCPDS) and accounting systems (SOMARDS), project management system (PROJECT CREATE) and other installation systems (STRICOM MIS TOOLS) and their functions and processes.

Knowledge of accounting procedures related to cost and appropriated accounting and the ability to analyze the interrelationship of accounts/programs that are affected by various transactions.

Ability to classify all types of transactions and adjustments for processing, balance and edit routines required to verify and control accounting and project data processed. Knowledge of division of funds and sub-divisions, and of fiscal account code structure used to process various types of accounting transactions and to update numerous programs and accounts.

Ability to develop and monitor problem areas; determine the action required to improve operating program effectiveness and maintain the integrity of financial, labor and project information as it relates to resources management. Ability to advise financial and program managers and accountants on

difficult accounting, labor, or project problems and provide systems solutions to control and report problems.

Knowledge and skill in maintaining operating systems where there is a greater than normal need to correlate improvements with the entire system and there is substantial need for improving systems capabilities and providing solutions to program management problems. Ability to identify which operating policies and procedures or system aspects should be established or revised; determine the meaning of data contained in reports and statements to identify problem areas and to advise management; and address similar broad issues to establish or implement overall systems improvements.

Knowledge of project management systems (PROJECT CREATE), labor management (ALTAIRS/ATAAPS) and accounting management (SOMARDS), their interrelationships, methods and techniques, and program practices, policies and functions to accomplish sound information management of Resources Management processes.

Ability to analyze, develop, modify, and maintain accounting systems, project management systems and labor systems to advise managers of changes to operations and to format new reports to satisfy management information requirements.

Ability to ensure the effective operation of all functions of the appropriation accounting systems.

FACTOR 2 - SUPERVISORY CONTROLS

Level 2-3 275 PTS

Incumbent works under general supervision of division chief and/or higher graded specialist. Work is assigned in terms of ongoing long term goals and objectives. Work is reviewed for goal and objective attainment in terms of meeting user requirements and customer needs.

FACTOR 3 - GUIDELINES

Level 3-3 275 PTS

Guidelines include Army regulations, federal laws, policy statements, procedures, practices and other material governing management of functions, organizations and employees. Often these guidelines do not apply specifically to particular complex and technically difficult management situations, thus requiring use of judgment and creativity in selecting, interpreting and adapting guides.

FACTOR 4 - COMPLEXITY

Level 4-3 150 PTS

Work requires the incumbent to have knowledge and skill in automated systems to define approaches to solve specific major problems arising with the accounting, project management, and

labor systems supporting resources management for the command. Develop new ideas to solve operational problems through changes to ADP resources systems. Advise functional and managers on satisfying regulatory requirements or improving operations.

FACTOR 5 - SCOPE and EFFECT

Level 5-4 225 pts

The purpose of this work is to automate, execute and maintain resource systems. It requires the management, control, and flow of resources systems input documents and source data. Incumbent provides technical advice to operating elements on a variety of automation concerns. Incumbent's advice includes interpreting account data, project data, labor data, and the detail relationships between resources and systems.

FACTORS 6 & 7 - PERSONAL CONTACTS/PURPOSE OF CONTACTS

Level 3-C 180 PTS

Contact includes directors, project directors, budget analysts, program analysts, accountants and outside DOD payroll and accounting offices. Presents controversial and critical observations, findings and recommendations (for changes in customary work operations) in dealings with line managers and supervisors within the organization.

FACTOR 8 - PHYSICAL DEMANDS

Level 8-1 5 PTS

Work is mostly sedentary.

FACTOR 9 - WORK ENVIRONMENT

Level 9-1 5 PTS

Work is conducted in a typical office setting.

TOTAL POINTS: ~~1665~~ GS-12
2365

Summary of Duties

This position is located in the Directorate for Resources Management, Systems and Accounting Division (RS), of Simulation, Training and Instrumentation Command (STRICOM). The incumbent serves as a specialist responsible for automating, planning, coordinating, and compiling complex resource management information in terms of financial, labor, and project data related to budgeting, reporting, procurement, financial management, auditing, ADP, and accounting procedures and concepts. Analyzes regulatory material and initiates necessary changes. Advises management concerning resources data and provides information relative to the operation of the command. Trains personnel in automated resources systems, conducts system changes in automated resources systems and conducts system testing. Manages and maintains all data processed in the accounting, payroll, and project management systems, performs local record keeping, and provides customer services for payroll, time keeping, accounting, and project data management. Plans and coordinates the development, summarization, and substantiation of complex resources data affecting numerous business processes owned by the Director for Resources Management. Coordinates the interrelated processing of all financial and project transactions with serviced activities ensuring a smooth flow of input through the standard systems. Coordinates with all command entities, AMC and DOD for timely receipt of documentation and reports as required.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 10848

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."